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T1.13 - Metrics and Performance Management Revised 2/2006
        A Metrics and Performance Management
               1 General Revised 7/2014
               2 Earned Value Management System Revised 7/2014
       B Clauses
       C Forms
T1.15 - Legal Coordination Guidance
        A Legal Coordination Guidance
               1 Introduction
               2 Applicability
               3 Definitions
               4 Coordination Guidance Revised 10/2005
               5 Representation
               6 Exceptions and Waivers
        B Clauses
       C Forms
T3.1.3 Fundamental Principles
       A Fundamental Principles
               1 Standards of Conduct for FAA Employees Revised 10/2005
        B Clauses
       C Forms
T3.1.4 Delegations Revised 7/2009
        A Authority, Delegation, and Unauthorized Commitments Revised 1/2017
               1 Delegated Authority Revised 1/2017
               2 COCO Responsibilities Revised 1/2017
               3 1102 Series Certification Revised 1/2017
               4 Contracting Officer Certificates of Appointment/Warrants (1102 Series) Revised
               1/2017
               5 Procurement Authority Delegated to Other Qualified Individuals Revised 1/2017
               6 Ratification of Unauthorized Commitments Revised 1/2012
        B Clauses Revised 7/2010
        C Forms Revised 7/2010
        D Appendix Added 1/2011
               1 1102 Series Warrant Standards Revised 1/2017
T3.1.5 Conflict of Interest Revised 8/2009
        A Conflict of Interest
               1 Requirement for an Agreement Regarding Conflict-of-Interest Revised 1/2017
               2 Processing a Conflict of Interest Revised 1/2007
               3 Single-Source/Non-Competitive Acquisitions Revised 1/2017
        B Clauses
       C Forms Revised 1/2011
T3.1.6 Non-Disclosure of Information Revised 8/2009
        A Disclosure of Information
               1 General Revised 1/2007
               2 Requirement for an Agreement Regarding Non-Disclosure of
                      Information Revised 1/2017
               3 Processing a Violation of the Agreement Regarding Non-Disclosure of
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Information Revised 1/2011
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- 4 Processing a Freedom of Information (FOIA) Request Revised 1/2017
- 5 Single-Source/Non-Competitive Acquisitions Added 7/2012

#### **B** Clauses

C Forms

## T3.1.7 Organizational Conflict of Interest Revised 4/2006

#### A Organizational Conflict of Interest

- 1 Responsibilities Related to Organizational Conflict of Interest
- 2 Potential OCI Situations Revised 4/2006
- 3 Disclosure by Offerors or Contractors Participating in FAA Acquisitions
- 4 Remedies for Nondisclosure
- 5 Contractor Participation in Preparing Specifications or Statements of Work
- 6 Procedures
- **7 SIR Provisions**

#### **B** Clauses

C Forms

## T3.1.8 Procurement Integrity Act Revised 7/2006

# A Procurement Integrity Act

- 1 Applicability Revised 10/2014
- 2 FAA-Specific Definitions Revised 10/2014
- 3 Full Text of Procurement Integrity Act 41 U.S.C §§ 2101-2107 Revised 10/2014

#### **B** Clauses

C Forms Revised 10/2010

D Appendix Added 10/2010

## 1 Administrator's Approval of FAA Procurement Integrity Act

**Definitions** Added 10/2010

#### T3.1.9 Electronic Commerce Added 7/2007

# A Electronic Commerce and Signature in Contracting Added 7/2007

- 1 Authority for Electronic Commerce Revised 7/2013
- 2 Considerations for Technology and Systems Revised 7/2013
- 3 Electronic Signature Revised 7/2013
- 4 Electronic Contract Files Added 1/2014

#### B Clauses Added 7/2007

C Forms Added 7/2007

## T3.2.1 - Procurement Planning Revised 4/2009

#### A Procurement Request (PR) Revised 7/2007

- 1 Purpose of a Procurement Request Package Revised 7/2007
- 2 Content of PR Package Revised 4/2013
- 3 Review by Chief Information Officer Revised 4/2017
- 4 Acquisition Review by Aeronautical Center Acquisition Services Revised 1/2017
- 5 PRISM-Generated Requisition Revised 7/2007
- 6 Funds Certification Revised 10/2012
- 7 Requisition Approval Levels Revised 10/2014
- 8 Describing Requirements Revised 7/2007
- 9 Independent Government Cost Estimate Revised 10/2016
- 10 PR Package Clearances, Justifications and Other Documentation Revised 4/2017
- 11 Simplified Purchases Revised 7/2007
- 12 Lease or Rental Space Revised 7/2007
- 13 Logistics Center Supply Support Revised 7/2007

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14 Real Property Revised 4/2009
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15 Public Utilities Revised 7/2007

16 Liquidated Damages Added 10/2014

17 Returning a Deficient PR Package Revised 10/2014

#### **B** Clauses

C Forms Revised 7/2007

#### T3.2.1.2 - Market Analysis Added 10/2006

A Market Research and Analysis Added 10/2006

1 Market Research and Analysis Revised 4/2013

B Clauses Added 10/2006

C Forms Added 10/2006

#### T3.2.1.3 - Implementing OMB Circular No. A-76 Revised 1/2009

## A Guidance for Implementing for OMB Circular No. A-76

1 OMB Circular A-76, Performance of Commercial Activities

2 Applicability of AMS

3 Responsibilities Revised 1/2009

4 Primary Phases for A-76 Competitions

**5 Preliminary Planning** 

<u>6 Public Announcement (Official Start Date)</u>

7 Competition Procedures Revised 1/2009

**8 Post Competition Accountability** 

9 Adversely Affected Employees

10 The Agency Tender

**B** Clauses

C Forms

## T3.2.1.4 - Chief Financial Officer Requirements Revised 1/2008

A Chief Financial Officer Approvals and Other Requirements Revised 1/2006

1 Authorization for Procurement Request Revised 4/2016

2 Capitalization of Assets Revised 7/2010

B Clauses Revised 10/2007

C Forms Revised 1/2006

## T3.2.1.5 - Disaster or Emergency Preparedness and Response Revised 1/2009

A Disaster or Emergency Contracting Added 10/2006

1 Local Area Set-Asides for Disaster or Emergency Added 10/2006

2 Continuity of Mission Critical Contracts Revised 4/2012

B Clauses Added 10/2006

C Forms Added 10/2006

D Appendix Added 7/2007

1 Appendix - Emergency Procurement Guide Revised 7/2012

## T3.2.2 - Source Selection Revised 7/2009

#### A Source Selection

1 Source Selection Guide Revised 7/2010

2 Public Announcement and Announcement of Competing Offerors Revised 1/2016

3 Past Performance Revised 1/2016

4 Cancelling a Screening Information Request Revised 10/2010

5 Section 508 of Rehabilitation Act Revised 1/2016

6 Spare Parts Revised 1/2016

7 Source Selection Team Responsibilities Revised 1/2016

8 Supplier Process Capability Evaluation and Appraisal Revised 1/2016

```
9 Tiered Evaluation Revised 1/2016
       B Clauses
       C Forms
               1 Section 508 Checklist Added 7/2007
        D Appendix
               1 Source Selection Guide Revised 1/2016
               2 Past Performance Samples Revised 1/2016
               2.1 Sample 1 - Past Performance Instructions
               2.2 Sample 2 - Past Performance Evaluation Factors Revised 10/2010
               2.3 Sample 3B - Past Performance Questionnaire Revised 1/2016
               2.4 Sample 3C - Business Management Past Performance Summary Revised 1/2016
               2.5 Sample 4 Survey Form Revised 1/2016
T3.2.2.3 - Complex and Noncommercial Source Selection
        A Establishment of a Qualified Vendors List (QVL)
               1 General Revised 1/2016
               2 Public Announcement Revised 1/2016
               3 Screening and Evaluation Revised 1/2016
               4 Evaluating Prospective Vendors Revised 1/2016
               5 Notifying Vendors Excluded from a OVL Revised 1/2016
               6 Competing Requirements Among Vendors on QVL Revised 1/2016
               7 Updating a OVL Revised 1/2016
               8 Cancelling a QVL Revised 1/2016
               9 Availability of Information
               10 QVL for Products Revised 1/2016
       B Clauses
       C Forms
T3.2.2.4 - Single Source Added 10/2006
        A Single Source Contracting Added 10/2006
               1 Basis for Single Source Revised 1/2017
               2 Market Analysis Supporting Single Source Revised 1/2017
               3 Award of Single Source Revised 1/2017
        B Clauses Added 10/2006
       C Forms Added 10/2006
       D Appendix Revised 1/2017
T3.2.2.5 – Commercial and/or Simplified Purchase Method Revised 1/2016
        A Simplified Purchasing
               1 Simplified Purchasing Revised 4/2017
               2 Purchase Orders Revised 7/2017
               3 Blanket Purchase Agreement (BPA) Revised 7/2017
               4 Prohibited and Restricted Purchases Revised 7/2017
               5 FAA Sponsored Conferences, Seminars, Ceremonies, and
                      Workshops Revised 1/2017
       B Clauses
       C Forms
T3.2.2.6 - Unsolicited Proposals Revised 10/2008
        A Unsolicited Proposals
               1 Responsibilities Revised 10/2012
               2 Content of UP
               3 Receipt of UP Revised 10/2012
               4 Procedures Revised 10/2012
```

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5 Evaluation Revised 10/2012
                6 Notifying the Offeror Revised 10/2012
                7 Prohibitions
        B Clauses
        C Forms
T3.2.2.7 - Contractor Qualifications Revised 1/2009
        A Contractor Qualifications
                1 Responsibility Determination of Prospective Contractors Revised 7/2012
                2 Team Arrangements Revised 1/2009
                3 Debarment and Suspension Revised 4/2013
                4 Notices to GSA and SAM Revised 7/2012
                5 Prohibition Against Contracting with Inverted Domestic
                      Corporations Revised 10/2015
        B Clauses
        C Forms
        D Appendix 1 - Definitions Revised 10/2015
T3.2.2.8 - Describing FAA Needs Revised 10/2006
        A Describing Needs
                1 Product Description Revised 10/2006
                2 Types of Specification Revised 10/2006
                3 Standards Revised 10/2006
                4 Commercial Descriptions Revised 10/2006
                5 Brand Name Added 10/2006
                6 Statement of Work Revised 10/2006
                7 Statement of Objective Added 10/2006
        B Clauses
        C Forms
T3.2.3 - Cost and Price Methodology Revised 10/2007
        A Cost and Price Methodology
                1 Proposal Analysis Revised 1/2017
                2 Independent Government Cost Estimate Revised 4/2016
                3 Cost Accounting Standards Revised 3/2016
                4 Financial Administrative Contracting Officer (FACO) Added 4/2014
        B Clauses
        C Forms
        D Appendix Revised 10/2007
                1 Appendix - Instructions for Submitting Cost/Price Proposals Revised 1/2017
                <u>2 Appendix – Developing A Detailed Independent Government Cost Estimate</u>
                Revised 1/2017
                3 Appendix - Template for Detailed Independent Government Cost
                      Estimate Revised 3/2016
T3.2.4 - Types of Contracts Revised 7/2009
        A Types of Contracts Revised 7/2007
                1 General Considerations Added 7/2007
                2 Fixed-Price Revised 7/2017
                3 Cost-Reimbursement Revised 1/2010
                4 Incentive Contracts Revised 7/2009
                5 Indefinite Delivery Revised 1/2012
                6 Time-and-Materials / Labor-Hour Revised 7/2017
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7 Letter and Ceiling Priced Contracts Revised 7/2007
                8 Multi-year Contracting Revised 7/2007
                9 Options Added 7/2007
                10 Basic Agreement Revised 7/2007
                11 Basic Ordering Agreement Revised 7/2007
        B Clauses
        C Forms
        D Appendices Revised 7/2008
                1 Appendix - Sample Letter Contract Revised 4/2012
                2 Appendix - Award Fee Revised 7/2012
                3 Appendix - Sample Award Fee Performance Evaluation Plan Revised 7/2012
                4 Appendix - Incentive Contracts Guide Added 4/2010
T3.2.5 - Contractor Ethical Guidelines Revised 4/2008
        A Contractor Ethical Guidelines
                1 Officials Not to Benefit
                2 Contractor's Gratuities to FAA Personnel Revised 4/2008
                3 Contingent Fees Revised 4/2008
                4 Limitation on the Payment of Funds to Influence Federal
                      Transactions Revised 4/2008
                5 Subcontractor Kickbacks Revised 10/2014
                6 Unreasonable Restrictions on Subcontractor Sales Revised 4/2008
                7 Contracts with Federal Employees/Business Owned by Federal Employees
                8 Voiding and Rescinding Contracts Revised 4/2008
                9 Whistleblower Protection for Contractor Employees Revised 10/2010
                10 Contractor Code of Business Ethics and Conduct Added 4/2008
                11 Definitions Revised 4/2008
        B Clauses
        C Forms
T3.2.6 - Purchase Card Program Revised 4/2016
        A Purchase Card Program Added 1/2009
                1 Purchase Card Revised 4/2017
                2 Convenience Checks Revised 4/2016
        B Clauses Added 1/2009
        C Forms Added 1/2009
T3.2.7 - Anti-Counterfeit Management Added 4/2012
        A Anti-Counterfeit Management Added 4/2012
                1 Objective Added 4/2012
                2 Statement of Issue Added 4/2012
                3 Requirement Revised 10/2015
                4 Program Description Added 4/2012
                5 Applicability Added 4/2012
                6 Definition - Suspected Counterfeit Part Revised 10/2015
                7 Counterfeit Parts Control Revised 10/2015
                8 Suspected Counterfeit Parts Database Revised 10/2015
                9 Documentation Added 4/2012
                10 Higher-Level Contract Quality Requirements Added 10/2015
                11 Suspected Counterfeit Parts Training Revised 10/2015
                12 Aviation Community Guidance Revised 10/2015
        B Clauses Added 4/2012
```

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C Forms Added 4/2012
T3.3.1 - Contract Funding, Financing & Payment Revised 8/2009
        A Contract Funding, Financing & Payment
                1 Contract Funding Revised 7/2013
                2 Continuing Resolution Revised 10/2007
                3 Electronic Funds Transfer Revised 1/2012
                4 System for Award Management (SAM) Revised 7/2012
                5 Types of Payment Revised 10/2007
                6 Single and Partial Payments Revised 10/2007
                7 Progress Payments Revised 10/2007
                8 Recurring, Provisional, and Advance Payments Revised 10/2007
                9 Performance-based Payments Revised 4/2017
                10 Financing Payment Revised 10/2010
                11 Withholding Payment Added 10/2007
                12 Prompt Payment Revised 7/2013
                13 Fast Payment Added 10/2007
                14 Invoices Revised 4/2012
                15 Debt Collection Added 10/2007
                16 Assignment of Claims Added 10/2007
                17 Automatic Deobligation Revised 10/2016
                18 Incremental Funding for Fixed-Price Contracts Added 10/2011
        B Clauses
        C Forms Revised 4/2006
        D Appendix Added 10/2007
                1 Appendix - Sample Notice of Assignment Added 10/2007
T3.3.2 - Contract Cost Principles Revised 10/2007
        A Contract Cost Principles
                1 Applicability Revised 4/2017
                2 Contracts with Commercial Organizations Revised 10/2014
                3 Contracts with Educational Institutions Revised 4/2017
                4 Contracts with State, Local, and Federally Recognized Indian Tribal
                      Governments Revised 4/2017
                5 Contracts with Nonprofit Organizations Revised 4/2017
        B Clauses
        C Forms
        D Appendix Added 7/2007
                1 Appendix - Summary of Selected Costs Revised 1/2012
                2 Appendix - Selected Costs Revised 10/2014
                3 Appendix - Definitions Added 7/2007
T3.4.1 - Bonds and Insurance Revised 7/2008
        A Bonds and Insurance
                1 General Requirements
                2 Proposal Guarantees Revised 7/2008
                3 Bonds Revised 10/2010
                4 Insurance
                5 Definitions
        B Clauses
        C Forms
```

T3.4.2 - Taxes

# A Taxes 1 General 2 Federal Excise Taxes 3 General Exemptions 4 State and Local Taxes 5 State and Local Tax Exemptions **B** Clauses C Forms T3.5 Intellectual Property Revised 1/2009 A Patents, Copyrights, and Rights in Data Revised 1/2009 1 General Revised 1/2009 2 Patents and Copyrights Revised 1/2009 3 Patent Rights under Government Contracts Revised 7/2012 4 Rights in Data and Copyrights Revised 1/2009 5 Foreign License and Technical Assistance Agreements Revised 1/2009 **B** Clauses C Forms Revised 1/2009 T3.6.1 - Small Business Development Program Revised 4/2009 A Small Business Development Revised 7/2005 1 Procurement Team Responsibilities in Support of the Small Business Development Program Revised 4/2016 2 The FAA Small Business Development Program Office (SBDO) and Liaison Representative Involvement Revised 1/2017 3 Prime Contracting with Small Business Revised 1/2017 4 Subcontracting with Small Business Revised 1/2017 5 Bonding Assistance and the DOT Lending Program Revised 4/2009 6 Size Standard Verification Revised 1/2017 7 Contract Bundling Revised 1/2017 8 Mentor-Protégé Revised 4/2016 9 Joint Ventures Revised 4/2016 10 Tiered Evaluations Added 7/2016 B Clauses Revised 10/2006 C Forms T3.6.2 - Labor Laws Revised 4/2009 A Labor-Related Laws 1 General Revised 7/2017 2 Labor Disputes Causing Strikes or Delays Revised 7/2007 3 Overtime Added 7/2007 4 Contract Work Hours and Safety Standards Act Revised 1/2012 5 Construction Contracts/Davis-Bacon Act Revised 7/2017 6 Procedures for Construction Contracts Revised 7/2012 7 Walsh-Healey Public Contracts Act Revised 10/2014 8 Fair Labor Standards Act 9 Service Contracts/Service Contract Act Revised 4/2017 10 Procedures for Service Contracts Revised 4/2017 11 Professional Employee Compensation Revised 7/2007 12 Dismantling, Demolition, or Removal of Improvements 13 Convict Labor 14 Equal Employment Opportunity Revised 7/2007

- 15 Equal Opportunity for Veterans Revised 1/2011
- 16 Employment of the Disabled Revised 7/2007
- 17 Forced or Indentured Child Labor Added 7/2007
- 18 Trafficking in Persons Revised 10/2015
- 19 Nondisplacement of Qualified Workers Added 4/2009
- 20 Project Labor Agreements Revised 7/2012
- **B** Clauses
- C Forms
- D Attachment
- T3.6.3 Environment, Conservation, Occupational Safety, and Drug Free Workplace Revised 4/2009

  A Environment, Conservation, Occupational Safety, and Drug Free Workplace Revised 4/2009
  - 1 Contracting for Sustainable Products and Services Revised 4/2017
  - 2 Responsibilities Revised 10/2016
  - 3 Hazardous Material Identification and Safety Data Revised 10/2016
  - 4 Notice of Radioactive Material Revised 10/2016
  - 5 Alternatives to Ozone Depleting Substances and High Global Warming
  - Potential Hydrofluorocarbons Revised 4/2017
  - 6 Chemicals Management Revised 4/2017
  - 7 Energy Conservation and Efficiency Revised 4/2017
  - 8 Renewable Energy Certificates Revised 4/2017
  - 9 Water Conservation and Efficiency Revised 4/2017
  - 10 BioPreferred and Biobased Designated Products Revised 4/2017
  - 11 Preference for Recycled-Content Products Revised 4/2017
  - 12 Fuel Efficient Products and Services Revised 4/2017
  - 13 Waste Management and Pollution Prevention Revised 4/2017
  - 14 Energy Savings Performance Contracts Revised 4/2017
  - 15 Utility Energy Service Contracts Revised 4/2017
  - 16 Drug Free Workplace Revised 10/2016
  - **B** Clauses
  - C Forms
  - D Appendix
    - 1 Appendix Definitions Revised 10/2016
    - 2 Appendix Rationale for not Complying with the Sustainable Acquisition
    - Requirements Revised 10/2016
- T3.6.4 Foreign Acquisition Revised 10/2007
  - A Foreign Acquisition
    - 1 Applicability of Buy American Added 10/2014
    - 2 Buy American Act Supplies Revised 10/2012
    - 3 Buy American Act Construction Materials Revised 10/2012
    - 4 FAA Buy American Steel and Manufactured Products Revised 10/2012
    - 5 Balance of Payments Program
    - 6 Payment in Local Foreign Currency
    - 7 Trade Agreements Revised 4/2013
    - 8 Restrictions on Certain Foreign Purchases Revised 7/2006
    - 9 Prohibition on Contracting with Entities that Engage in Certain Activities or Transactions Relating to Iran Revised 4/2013
    - 10 Customs and Duties
    - 11 International Agreements and Coordination Revised 1/2007

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12 Examination of Records by Comptroller General
               13 Inconsistency Between English Version and Translation of Contract
               14 Export Control Added 4/2014
              15 Definitions Revised 4/2014
       B Clauses
       C Forms
T3.6.5 Indian Incentive Program
       A Indian Incentive Program
               1 Requirements Revised 10/2012
               2 Definitions Revised 10/2012
       B Clauses
       C Forms
T3.7 Privacy and Freedom of Information
       A Protection of Individual Privacy
               1 General Revised 10/2016
               2 Implementing Rules
       B Clauses
       C Forms
T3.8.1 Agreements, Cooperative Agreements, Gifts & Bequests Revised 10/2007
       A Agreements, Cooperative Agreements, Gifts and Bequests
               1 Agreements Revised 7/2014
               2 Section 106 Cooperative Agreements Revised 4/2017
               3 Gifts and Bequests Revised 7/2006
               4 Interagency Procurement Revised 10/2010
               5 Reimbursable Agreements and Other Transaction Reimbursable
                     Agreements Revised 7/2014
       B Clauses
       C Forms
       D Appendix
               1 Attachment 1 - Parallel Authorities
               2 Attachment 2 - Sample Interagency Agreement Revised 10/2007
               3 Attachment 3 - Sample Intra-agency Agreement Revised 10/2007
               4 Attachment 4 - Sample Other Transaction - MOA with State, Municipality or
                  Private Entity Revised 10/2007
               5 Attachment 5 - Sample Other Transaction - Memorandum of Understanding
                     (MOU) Revised 10/2007
               6 Attachment 6 - Sample Section 106 Cooperative Agreement Revised 4/2013
               7 Attachment 7 - Intellectual Property - Section 106 Cooperative Agreements
T3.8.2 Service Contracting Revised 10/2008
       A Service Contracting
               1 General Requirements Revised 4/2006
               2 Contractor Versus Government Performance Revised 4/2006
               3 Inherently Governmental and Critical Functions Revised 4/2013
               4 Support Services Contracting Revised 10/2015
               5 Personal Services Revised 9/2006
               6 Advisory and Assistance Services Revised 4/2006
               7 Temporary Services Revised 4/2006
               8 Concession Contracts Added 4/2006
               9 Cafeteria/Vending Services Added 4/2006
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10 Child Care Services Added 4/2006
               11 Nonpersonal Health Care Services Added 4/2006
               12 Guard Services Revised 4/2011
               13 Contractor-Assisted Maintenance of the NAS Revised 10/2008
               14 Other Requirements for Service Contracting Added 4/2006
               15 Uncompensated Overtime Added 4/2006
               16 Performance-Based Acquisition Added 4/2006
               17 Services Crossing Fiscal Years Added 4/2006
               18 Architect-Engineer Services Revised 7/2013
               19 Cloud Computing Services Added 10/2016
        B Clauses
        C Forms Revised 4/2006
T3.8.3 Federal Supply Schedules Revised 1/2009
        A Federal Supply Schedules
               1 General Revised 10/2007
               2 GSA Advantage and e-Buy Revised 10/2007
               3 GSA Global Supply Revised 10/2007
               4 Use of Federal Supply Schedules Revised 1/2009
        B Clauses
        C Forms
T3.8.4 Government Sources of Products/Services Revised 1/2010
        A Use of Government Sources Revised 7/2007
               1 Mandatory Sources Revised 1/2016
               2 Excess Inventory Revised 7/2007
               3 Acquisition Procedures for Purchases from Federal Prison Industries Revised
               4 Randolph-Sheppard Act Added 7/2007
               5 Javits-Wagner-O'Day Act (JWOD) Revised 1/2016
               6 Other Government Sources Revised 1/2016
               7 Use of Government Sources by Contractors Revised 1/2016
               8 National Wireless Program Revised 1/2016
        B Clauses
        C Forms
        D Appendix
               1 Contractor Authorization Letter for Use of FSS Contracts Revised 1/2016
               2 FAA Procedures for Vending Facility Operations Under Randolph-
                   Sheppard Revised 1/2016
        A General Added 1/2006
               1 Evaluation of Lease to Determine Accounting Treatment Added 1/2006
        B Clauses Added 1/2006
        C Forms Added 1/2006
```

T3.8.5 Leases Added 1/2006

D Appendix Added 1/2006

T3.8.6 Strategic Sourcing Added 1/2007

A Strategic Sourcing Added 1/2007

1 General Revised 1/2012

2 Strategic Sourcing for the Acquisition of Various Equipment and Supplies

(SAVES) Program Revised 1/2016

3 SAVES Website Added 1/2007

# 4 SAVES Ordering for Office Supplies, Office Equipment, and IT

Hardware Revised 10/2012

B Clauses Added 1/2007

C Forms Added 1/2007

## T3.8.7 Construction Contracting Revised 8/2009

## A Construction Contracting Added 7/2007

1 General Added 7/2007

2 Dismantling, Demolition and Removal of Improvements Revised 4/2017

3 Salvageable Property Added 7/2007

4 Laws, Regulations and Standards Revised 4/2017

5 Design-Build Revised 1/2016

6 Reserved Revised 10/2014

7 Planning and Pre-Solicitation Revised 7/2016

8 Pre-Award Revised 1/2016

9 Post-Award Revised 4/2017

10 Contract Acceptance Inspection (CAI) Revised 4/2012

11 Contract Completion/Closeout Revised 8/2009

B Clauses Added 7/2007

C Forms Added 7/2007

## T3.10.1 Contract Administration Revised 1/2009

#### A Contract Administration

1 Contract Management Revised 7/2012

2 Basic Responsibility for Contract Administration Revised 7/2012

3 Assignment of Contracting Officer's Representative Revised 10/2014

4 Communications with Vendors Revised 4/2007

5 Use of Government Excess Equipment Revised 4/2007

6 Contract Modifications Revised 10/2012

7 Suspension and Stop-Work Orders Revised 7/2011

8 Novations and Change-of-Name Agreements Revised 10/2014

9 Conversion of FAR Contracts to AMS Revised 4/2007

10 Contract Files Revised 7/2011

11 Contract Closeout Revised 7/2016

12 Final Indirect Cost Rates Revised 4/2017

13 Contract Audit Revised 7/2012

14 Bankruptcy Revised 7/2012

15 Reporting Executive Compensation and First-Tier Subcontract

Awards Revised 10/2012

16 Contractor Performance Documentation and Maintenance Added 4/2013

#### **B** Clauses

C Forms

#### **D** Appendices

1 Appendix - Reserved Revised 7/2014

2 Appendix - Reserved Revised 7/2014

3 Appendix - When Should a COR be Appointed Revised 4/2012

4 Appendix - Stop-Work Order Revised 4/2011

5 Appendix - Novation Agreement Revised 4/2011

6 Appendix - Change of Name Agreement Revised 4/2011

7 Appendix - Guide for Creating and Maintaining Contract Administration

Files Revised 7/2012

```
8 Appendix - Contract File Completion Statement Revised 4/2011
              9 Appendix – Reserved Revised 7/2014
              10 Appendix - Common Authorities for Modifications Revised 7/2016
              11 FAA CPARS Guide Revised 10/2014
T3.10.2 Subcontracting Policies
       A Subcontracting
              1 Consent for Subcontract Revised 4/2011
              2 Contractors Purchasing Systems Reviews Revised 4/2011
              3 Definitions Revised 4/2011
       B Clauses
       C Forms
T3.10.3 Government Property Revised 10/2009
      A Government Property
              1 Applicability
              2 Responsibilities Revised 7/2013
              3 Contractor's Property Control System
              4 Audit of Property Control System
              5 Official FAA Property Records
              6 Types of Property Provided to Contractors Revised 10/2009
              7 Contractor Use and Rental of Government Property
              8 Relief from Responsibility
              9 Contractors' Liability
              10 Reporting, Redistribution, and Disposal of Contractor Inventory
              11 Inventory Schedules
              12 Scrap
              13 Recovering Precious Metals
              14 Screening of Contractor Inventory
              15 Report of Excess Personal Property
              16 Donations
              17 Sale of Surplus Contractor Inventory
              18 Exemptions from Sale by GSA
```

19 Destruction or Abandonment

20 Removal and Storage

21 Special Storage at the FAA's Expense

22 Subcontractor Inventory

23 Accounting for Contractor Inventory

24 Definitions Revised 4/2012

**B** Clauses

C Forms

D Appendix

1 Appendix - Sample Delegation Memo

2 Appendix - Sample Designation Letter

T3.10.4 Quality Assurance Revised 7/2007

A Quality Assurance

1 Objectives Revised 7/2007

2 Responsibilities Revised 7/2017

3 Levels of Quality Requirements and Standards Revised 10/2014

4 Acceptance Revised 7/2007

5 Warranties Revised 7/2007

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6 Government-Industry Data Exchange Program Revised 7/2007
               7 Considerations for Use of Clauses Revised 7/2007
               8 Construction Nonconforming Parts Revised 7/2007
       B Clauses Revised 7/2007
       C Forms
       D Appendix Revised 7/2007
T3.10.5 Product Improvement/Technology Enhancement
       A Product Improvement/Technology Enhancement
               1 General Revised 7/2013
       B Clauses
       C Forms
T3.10.6 Termination of Contracts
       A Termination
               1 General Guidance
               2 Termination for Convenience of the FAA
               3 Termination for Default
               4 Definitions
       B Clauses
       C Forms
T3.10.7 Extraordinary Contractual Actions
       A Extraordinary Contractual Actions
               1 Authority
               2 Guidance
       B Clauses
       C Forms
T3.10.9 First Article Approval and Testing
       A First Article
               1 General
               2 Minimizing Risk Revised 10/2010
               3 Testing and Approval Revised 10/2010
               4 Waiving First Article Revised 10/2010
               5 Coordination
               6 Changes
       B Clauses
       C Forms
T3.13.1 Other Administrative Procedures Revised 1/2009
       A Administrative Matters
               1 Numbering System for Procurement Instruments Revised 4/2017
               2 Contract Format
               3 Congressional Affairs Notification Revised 10/2016
               4 Press Release and Public Announcement of Award Revised 7/2010
               5 Federal Procurement Data System (FPDS) and FPDS Data Quality Revised 7/2012
               6 Record Requirements Revised 1/2012
               7 Records Retention Revised 1/2012
               8 Annual Procurement Forecast Revised 1/2007
               9 Reports Revised 10/2016
               10 Contractor Attendance at FAA-Sponsored and Other Government Training
               Revised 4/2017
               11 Plain Language Added 7/2006
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12 Approval of Multiple-Award Procurement Programs Revised 10/2010
       B Clauses
       C Forms
       D Appendix Revised 1/2009
T3.14.1 Security Revised 1/2009
        A Security
               1 Facility/Security
               2 Information and Systems Security Revised 10/2016
               3 Personnel Security Revised 10/2016
               4 Foreign Nationals
               5 Related Security Guidance and Tools
               6 Sensitive Unclassified Information Revised 10/2016
       B Clauses Revised 1/2009
       C Forms Revised 1/2009
T3.15.1 Systems and Parts Obsolescence Management
        A Systems and Parts Obsolescence Management
               1 Objective
               2 Statement of Issue
               3 Planning
               4 Logistics Center
               5 Requirements Organization's Role And Responsibility
               6 Contracting Organization's Role And Responsibility
               7 Logistics Integrator(s) Role And Responsibility
               8 GIDEP Coordinator's Role And Responsibility
       B Clauses
       C Forms
       D Appendix
T3.16 Commercial Licensing Agreement Added 4/2006
        A Commercial Licensing Agreement Revised 1/2016
       B Clauses Added 4/2006
       C Forms Added 4/2006
        D Appendix Revised 1/2016
T3.17 American Recovery and Reinvestment Act Revised 5/2009
        A Implementation of Recovery and Reinvestment Act for Contracts Added 4/2009
               1 General Requirements Added 4/2009
               2 Public Announcement Added 4/2009
               3 Solicitation and Award Revised 1/2010
               4 Reporting Revised 1/2010
               5 FPDS and Special Notice Requirements Revised 7/2010
               6 Whistleblower Protections under the American Recovery and Investment
                  Act Added 4/2009
               7 Federally Registered Lobbyists Added 5/2009
       B Clauses Added 4/2009
       C Forms Revised 1/2010
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